



Exeter Learning
Academy Trust

Creating futures together



Chief Executive Officer

Candidate Pack

Welcome

Dear Candidate,

On behalf of the Trustees of Exeter Learning Academy Trust (ELAT), I would like to thank you for your interest in the role of Chief Executive Officer (CEO). This is a rare opportunity to take on the leadership of a small, successful and financially secure Trust which reaches out beyond our own limits to support the wider education system.



We believe strongly in the power of education to provide a life of opportunity and choice for the children in our care and are relentless in our ambition for them. The CEO sits at the heart of this work by setting the cultural tone and direction as well as delivering strong school improvement and effective and efficient business management of our schools.

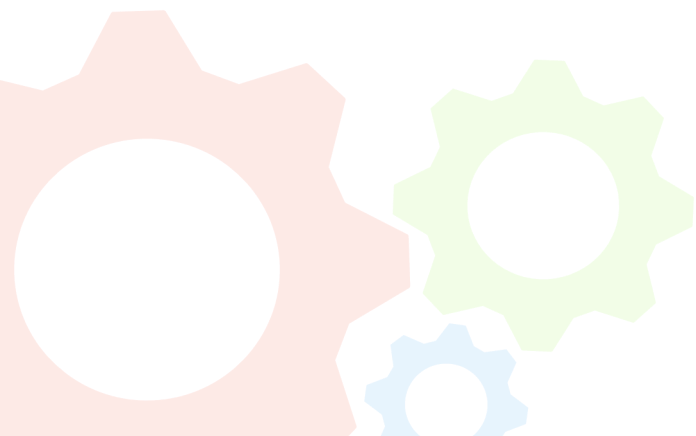
We are looking for an outstanding strategic leader to continue developing and realising our vision, values and ethos, inspiring and empowering everyone across the Trust to share in achieving them. Our CEO will be relentlessly positive, ambitious and passionately committed to improving the lives of all our children by creating inclusive, high achieving, happy schools.

The CEO will continue to drive forward our schools' development as key anchor institutions in our communities. They will recognise that our people are absolutely key to our success and will be committed to developing our staff and working in partnerships with stakeholders. Furthermore, they will drive forward deeper and innovative partnerships with other local Trusts and the local authority, to provide system leadership and increasingly shared provision in and beyond Exeter.

This pack will provide you with further information about our Trust. I hope that you are enthused by this role and we look forward to receiving your application.

Yours faithfully,

Suzannah Curtis
Chair of Trustees



Our vision and values

OUR VISION

Working together we will create an exceptional education for all children where they feel a strong sense of belonging, connection to their communities and have a life of opportunity and choice.

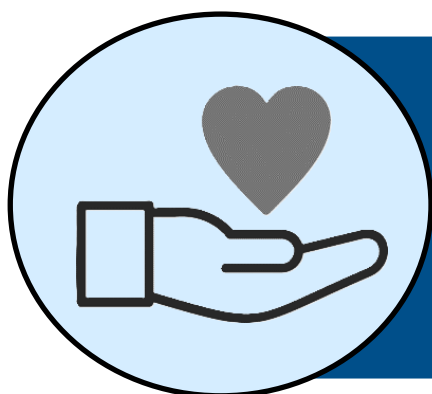


OUR VALUES



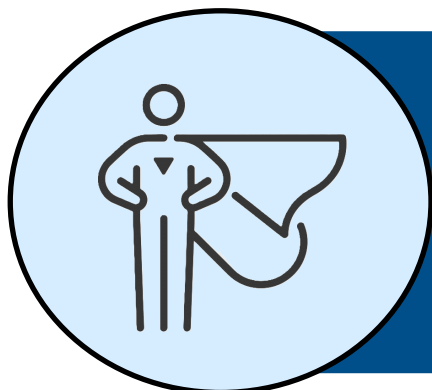
AMBITIOUS

We are determined in our desire to see everyone succeed



KIND

We are thoughtful and considerate in how we treat each other



COURAGEOUS

We are prepared to take risks, make mistakes and learn from them

About us

ELAT was formed by 4 local primary schools leaders in 2017 with a temporary leadership structure to support the schools as they moved into a new partnership. In September 2019, the current CEO was appointed and took the Trust through it's next phase of development which focused on creating a shared Trust culture, raising outcomes, curriculum development, centralising business services and coaching and developing staff and leaders.

Whilst there is alignment across the Trust, we also value the fact that our schools are unique. They set their own curriculum, relevant to the community they serve, and Headteachers have autonomy over financial decisions. Every Headteacher is also a member of the Trust leadership team and, due to our size, decisions are able to be made jointly about developments that will best serve all of our children.

The schools have a common locality, with a majority of children feeding into West Exe Secondary School. All our Headteachers are governors for other Exeter schools and we have worked in partnership with a number of other Trusts and the Local Authority.

EXETER
ENGLAND

4

Schools within
our Trust

1260

Children in our
schools

200+

Staff in our
team

Exeter

Alphington Primary School

Alphington Primary has approximately 440 pupils aged 2-11. They have an over subscribed preschool, breakfast and afterschool club. The school has beautiful and extensive grounds including a large field and pond area, MUGA, forest school and indoor swimming pool.

Ofsted Good – Nov 2019



Bowhill Primary School

Bowhill Primary School has approximately 500 pupils aged 4-11. The school has a popular breakfast and afterschool club and the school building is used by many community groups in the evenings. The school grounds include MUGA, quadrants with outdoor musical instruments and sensory gardens and large playground spaces.

Ofsted Good – Nov 2019



Ide Primary School

Ide Primary School has a preschool, breakfast and afterschool club and has approximately 140 pupils aged 3-11 years. The school serves the village of Ide and has a more rural location and is housed in a listed building. The grounds are extensive with a lovely school field, stage, MUGA, gardens and playground.

Ofsted Good—Nov 2023



St Thomas Primary School

St Thomas Primary School sits within the heart of its community, surrounded by homes accommodating the families it serves. The local preschool, breakfast and afterschool club run adjacent to the school. The school has approximately 200 pupils aged 4-11 years. The school has an enclosed space for ball games, large playground and garden areas.

Ofsted Good – Feb 2023



Trust data

Pupil Outcomes

		EYFS	PHONICS	KS2 READ	KS2 WRITE	KS2 MATHS	KS2 COMB
ALPHINGTON	2023	82	80	71	81	71	60
	2024	80	60	81	75	90	68
BOWHILL	2023	66	81	76	73	76	65
	2024	70	79	70	71	49	43
IDE	2023	92	86	89	83	89	83
	2024	83	93	88	88	88	75
ST THOMAS	2023	68	82	73	73	80	70
	2024	66	79	67	73	70	57
ELAT	2023	74	82	75	77	76	66
	2024	74	73	75	75	71	58

Pupil Context

	No on roll	FSM	PP	SEND	EAL
ALPHINGTON	458	9.6%	12.2%	15.3%	5.5%
BOWHILL	462	15.4%	16.2%	20.1%	15.6%
IDE	147	8.8%	12.2%	10.9%	1.4%
ST THOMAS	193	23.3%	23.3%	17.6%	31.1%
ELAT	1260	13.7%	15.4%	16.9%	12.6%

Current Attendance

	ALL	FSM	PP	SEND	EAL	PA
ALPHINGTON	94.83	89.51	90.81	90.93	95.62	8.01
BOWHILL	94.22	87.08	87.51	88.65	93.48	13.22
IDE	95.98	94.35	94.35	95.87	93.59	4.24
ST THOMAS	95.65	93.17	93.17	93.95	95.90	9.36
ELAT	94.86	91.03	91.46	92.35	94.65	9.84

OUR STRUCTURE

The Members

The Members are the guardians of the Trust. They protect our charitable status and ensure that the values and ethos of the Trust are adhered to. They approve the appointment of Directors to the Trust Board.

The Trust Board

The Trust Board are responsible for the strategic direction of the Trust. They scrutinise, challenge and support the Trust's educational and operational performance. They decide what powers and duties they will delegate to our Local Governing Boards and Leaders. The Trust Board have a number of committees to support them with their work.

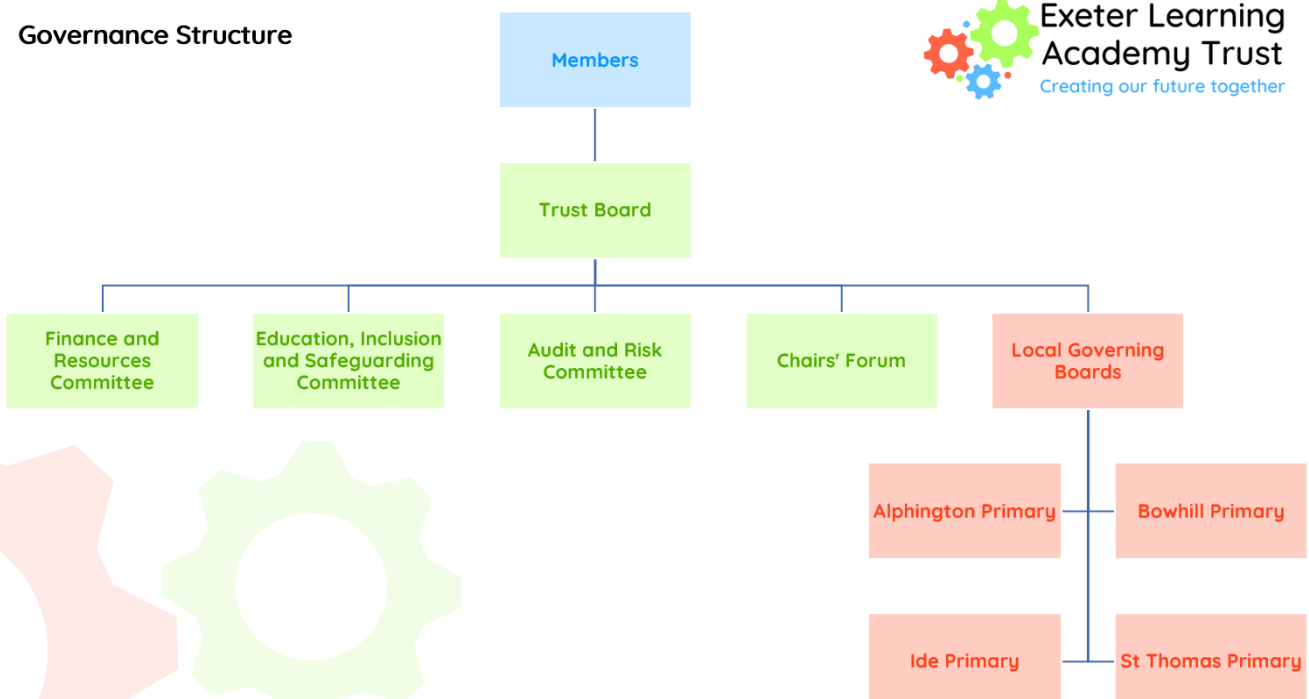
The Local Governing Board

Local Governing Boards ensure our schools remain firmly anchored to the communities they serve. They hold leaders to account for school performance to ensure that all children are getting a the best quality of education possible.

The Trust Leadership Team

This is our Chief Executive Officer, the Chief Finance Officer and our Headteachers. They are collectively responsible for the quality of education our children receive and ensuring best value for money with public funds. The CEO is also the Accounting Officer.

Governance Structure



Our Educational Support

School Improvement



As a small Trust, we are able to provide each school with a bespoke school improvement offer.

We use leadership skills within the Trust to deliver aspects of school improvement and also work with partners from other educational organisations to quality assure our work.

Training & Development



All staff have unlimited access to a vast selection of online courses and webinars provided by The National College.

Regular opportunities for shared learning happen across the Trust and staff are encouraged to participate in NPQs and further qualifications.

Professional Growth



Our Professional Growth model replaces a traditional appraisal approach.

Each member of staff has their own Professional Growth Partner who coaches and supports them in their own personal development to be the best they can be within their role.

Safeguarding



Schools are provided with annual audits and have access to regular training and expert support.

Each school has a trained safeguarding governor who works alongside the DSL to monitor the effectiveness of safeguarding systems and procedures.

Leadership



Leaders are encouraged to be reflective, engage in coaching, access continuous professional development and work beyond the Trust.

The CEO provides leadership cover in schools, enabling school leaders to have 'development away days' with their leadership teams.

SEND Support



We work collectively together to develop our SEND support and local offer.

The Trust also provides additional intensive support for SEMH pupils who are struggling in their home school. This is based at Alphington Primary School and is accessible to children across the Trust.

Governance



We value local Governance and support schools in developing their board. All Governors have access to a wide range of online and face-to-face training.

Trust staff regularly attend Local Governing Board meetings and Governance Professional Services are provided for all meetings.

Networks



We have a number of subject leader networks that enable schools to share best practice and work collaboratively on projects and curriculum developments.

Whole Trust, Leadership and Governance events take place throughout the year to plan and consider our strategic direction.

Resources



We provide staff with access to a number of resources to support them in their roles. These include:

- The National College
- The School Bus
- Walkthrus
- NGA
- CST
- Employee Assist Programme

Our Business Support

Budget Planning



School leaders have the autonomy to decide how they want to spend their school budget. They are supported by the CFO and CEO during the planning process and are able to run multiple scenarios to support their decision making.

Financial Management



Each school has a dedicated school finance officer (SFO) who is available to provide up to date financial information to school leaders. The CFO ensures all finance and audit requirements are met across the schools and line manages the SFOs. All statutory returns are completed by the Trust.

Recruitment



Recruitment is authorised by the CFO and CEO in collaboration with school leaders. The administration of the recruitment process is run by the HR manager who liaises regularly with school leaders. All safeguarding checks and onboarding are completed by the Trust.

Human Resources



The Trust supports schools in all HR matters, including formal meetings, capability and disciplinary processes, managing absence etc.

Where necessary, additional HR and legal advice is available for Leaders through our partner, PHP Law.

GDPR



Schools process a lot of data. We provide all policies and processes to support schools to be GDPR compliant. We provide schools with access to Judicium to ensure schools have a qualified Data Protection Officer to consult. Our Compliance and Premises Officer provides additional day-to-day support and guidance for FOIs, SARs etc.

Premises



Schools are able to log concerns and these are handled by the Trust team for them. Our Premises and Compliance Officer project manages works across the Trust and secures best value from contractors. We manage a programme of continuous maintenance and decoration across our schools.

Health & Safety



All our schools' health and safety requirements are looked after by the Trust. Our Premises and Compliance Officer works with leaders to ensure schools are operating in a safe manner and supports them in preparing for audits.

IT Support



We work closely with our IT support which is provided by another Multi Academy Trust. Leaders have access to high quality support and guidance. A helpdesk ensures quick resolutions to issues, enabling the smooth running of the school. The Trust ensures all broadband and filtering services are compliant.

Catering & Caretaking



We manage the meal service for 75% of our schools and all caretaking services. All schools have freshly cooked meals and we work closely with our partner, EduCatering, to ensure that menus are well balanced and nutritional. Caretaking services ensure that schools are compliant and sites maintained.

Our strategic priorities

We have set the direction of the Trust for the next 3 years and these are detailed below in our strategic priorities. We strongly believe that our next phase of development lies in embracing the Cradle to Career model, mastering oracy throughout the curriculum and strong partnership working.

GROWING GREAT FUTURES

GROWING GREAT PEOPLE

HIGH QUALITY EDUCATION



Ensuring our pupils develop excellent Oracy skills that are embedded throughout the curriculum. Committing to a 3 year development plan with Voice 21.

Embedding careers related learning into our curriculum so children are aware of how the skills and knowledge they are developing can be used in a wide range of future career choices.

Ensuring our pupils have the highest quality relationship, equity and diversity education to prepare them well for adulthood and their role as responsible and moral citizens.

REMOVING BARRIERS



Continue to reduce persistent absenteeism, particularly for disadvantaged and SEND pupils through early and supportive intervention with our families.

Creating alternative short-term provision to support pupils with SEMH needs that enables them to be successful in their home school

To create a digital strategy to ensure that all learners, and staff, have the basic digital skills and tools that they need to unlock and access learning.

DEVELOPING PEOPLE



Ensuring we treat our staff consistently. Every person should feel valued and empowered to be the best version of themselves.

To be proactive in identifying new and emerging areas for staff development ensuring we have a workforce equipped to manage current and future challenges.

Ensure inclusive working environments, promoting equality and diversity.

Our strategic priorities

GROWING GREAT SCHOOLS

SCHOOL IMPROVEMENT



Ensure the continuous school improvement culture of high challenge and high support leading to a self improving system.

Ambition for 90% of children to achieve expected outcomes at the end of Early Years, in phonics and at the end of KS2, ensuring children keep up, not catch up

Ensure subject leadership is fully developed across foundation subjects with a common assessment framework

PROFESSIONAL SERVICES



Maintain strong financial performance across the Trust by monitoring trends, driving group efficiencies and improving current income streams

Invest in our estates ensuring they are sustainable, well-maintained, safe and exciting environments conducive to learning for all

Invest in ICT infrastructure and hardware to enable all pupils and staff to have access to high quality technology to support their learning and close attainment gaps.

GROWING GREAT COMMUNITIES

CRADLE TO CAREER



Develop our parent support advisory team to work collectively across the Trust to provide networks and support groups for our families.

Improve transitions at all points of a child's life through stronger working with preschool and secondary settings.

Identify and engage local community groups, charities, businesses and health organisations to collectively use resource to support families.

A fantastic place to live, work and play

Exeter is a vibrant city, full of historic buildings, cultural attractions and contemporary restaurants. The city has a real sense of individuality, its varied cultural scene is embraced by proud locals, and the diverse mix of eateries means it is renowned as one of the foodie capitals of the South West.

When it comes to culture, Exeter is renowned in the south west for its independent arts scene. It is also firmly on the map as a destination for top sporting events and music. A good mix of independent venues such as the Exeter Phoenix, and large venues, such as nearby Powderham Castle, play host to a packed calendar of events and festivals throughout the year.

Exeter's unique location also makes it ideal for pursuing leisure activities across the many stunning landscapes in Devon. With two coastlines, two National Parks and Dartmoor, you have access to moor walking, mountain biking, caving, rock climbing, white water kayaking and sea related sports/activities. A family friendly county

Exeter also boasts its own airport and has strong rail and road transport links



Job Description

Exeter Learning Academy Trust

Chief Executive Officer

Start Date: September 2025

Contract type: Permanent, full time

Salary: L24-L27

Accountable to: Exeter Learning Academy Trust Board

Reporting to: The Chair of the Board of Directors. In addition the CEO will be required to report to the Members and other key stakeholders, including the Department for Education (DfE) and the DfE Regional Director.

Purpose:

Accountable to the Board of Trustees, the person appointed will provide leadership and strategic direction in realising the key imperatives of the Trust.

This will include leadership of the executive team, which includes the Chief Financial Officer and the Headteachers across the Trust.

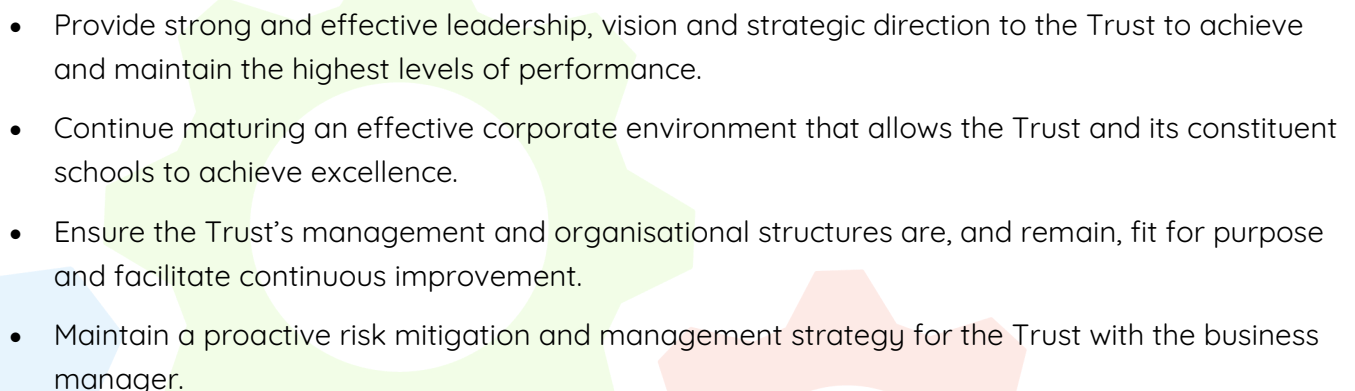
The CEO will be an outstanding strategic leader who is able to realise and continue evolving the vision, values and ethos of Exeter Learning Academy Trust and who will inspire and empower others to share in achieving it.

The CEO will also be a system leader, actively contributing to Devon and the wider South West's education "ecosystem" and establishing pioneering partnerships with other local Trusts and the local authority, to provide the best possible, shared provision in and beyond Exeter in the current challenging yet exciting and rapidly changing times.

The CEO will be accountable and take responsibility for the performance of all schools within the Trust: a driven leader with wide experience in leadership who will be committed to creating the optimum educational opportunities for all students across the Trust.

Main Responsibilities:

Strategic Leadership

- Provide strong and effective leadership, vision and strategic direction to the Trust to achieve and maintain the highest levels of performance.
 - Continue maturing an effective corporate environment that allows the Trust and its constituent schools to achieve excellence.
 - Ensure the Trust's management and organisational structures are, and remain, fit for purpose and facilitate continuous improvement.
 - Maintain a proactive risk mitigation and management strategy for the Trust with the business manager.
- 

Job Description

- Ensure that there are clear quality assurance systems embedded across the Trust that drive consistency and improvement in performance.
- Ensure that governance arrangements are in place and suitable for the effective implementation of the trust's strategic plans.
- Maintain an outward facing role with stakeholders that further the Trust's external relationships, especially those that enable it to be an increasing and active force for good in our schools' communities and in the wider Devon and South West education community.

As Accounting Officer

- Ensure that the Trust works to the standards set out in the Academy Trust Handbook and by Companies House, and the Charity Commissioners, Data protection and funding agreements.
- Ensure long-term financial sustainability, maintaining and effectively monitoring robust financial systems and recommending that appropriate to address problems identified.
- Oversee the planning of the Trust's consolidated budget and the deployment of resources across the Trust, including the management and monitoring of major contracts.
- Develop strategies for the generation of additional revenue for the Trust.

Operations – Learning and Teaching

- In partnership with the Headteachers, be accountable for all aspects of teaching and learning and standards across the Trust, set high professional standards and ensure the education vision is understood and embraced.
- Working with the Headteachers, develop and lead continuous improvement across the Trust, providing quality assurance and accountability.
- In partnership with the Headteachers, provide a dynamic and strategic direction and leadership for teaching and learning across the schools.
- Ensure that the Trust meets all its statutory obligations.

Communication

- In partnership with the Chair of the Board of Trustees, develop and execute a robust internal and external communications strategy for the Trust.
- Act as an ambassador for the Trust in developing partnerships and links with stakeholders that promote a positive profile of the Trust and enable the Trust to contribute actively and positively to our communities and the wider Devon and South West educational community.
- Build and maintain strong relationships with parents, pupils, staff, trustees, governors, our communities across the Trust and other key stakeholders in Devon and the Southwest, especially the local authority and other local Trusts.

Inclusivity

- Ensure that the Trust reflects a vibrant ethos in which inclusion and ensuring that everyone feels they belong is instinctive, actively valuing and promoting diversity, unity and community cohesion; supporting pupils to become successful integrated citizens.

These duties are neither exclusive nor exhaustive. The post holder will be required to undertake other duties and responsibilities that the Board of Trustees may determine.

Person Specification

		Essential	Desirable
Professional Qualifications	Degree or recognised professional qualification relevant to the role - QTS	x	
	A record of recent and relevant continuing professional development and commitment to professional growth	x	
	Multi school leadership - NPQEL or equivalent		x
Leadership Skills	A track record of at least 3 years as a successful leader in a substantial leadership role	x	
	Ability to communicate a vision of continuous improvement underpinned by explicit strategic policy	x	
	Understanding statutory frameworks and current issues relating to academies	x	
	Familiar with Company and Charity Law and knowledge of relevant policies, legislation and codes of practice across education	x	
	Strategic planning and review of progress against plans in terms of standards, performance and finances, taking decisive action where necessary	x	
	Experience of leadership in a multi-school organisation or environment.		x
Finance - project costing and budgetary management	Resource management - estimating, securing and monitoring resources	x	
	Ability to advise on funding and grant opportunities for the Academy Trust	x	
Ability to plan strategically based on use of data, targets and benchmarking	Proven track record of developing business planning and managing the introduction of new initiatives - and in particular large scale asset development / projects	x	
	A successful track record of human and financial resources management	x	
	Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required	x	
	Experience of a successful board role in a Trust environment or an educational setting		x
	Knowledge and experience working with statutory Data	x	
	Experience of developing PR and marketing strategies		x

Person Specification

		Essential	Desireable
Person Specification Behavioural Competencies	Pragmatic, empathetic and able to empower	x	
	A team player with strong empowerment skills	x	
	Adaptable and flexible	x	
	Action orientated – outcomes focused	x	
Personal Qualities	Excellent and adaptable communication skills	x	
	Excellent relationship management, experience of successfully working with stakeholders, building effective working relationships at all levels, and reinforcing partnerships	x	
	Ability to articulate vision to a variety of audiences	x	
	Intellectually versatile and open to innovation and risk taking	x	
	Emotionally intelligent and perceptive	x	
	Demonstrates energy, dynamism and resilience	x	
	Proactive and positive approach to problem solving	x	
	Ability to develop a high profile and be a strong visible presence for the Trust	x	
	Calm under pressure and self-motivated	x	
	Ability to influence and pursue challenging and rigorous questions	x	
	Excellent interpersonal, skills with the sensitivity to work well in a range of diverse skills	x	



Application information

Visits/further information

We welcome visits/teams meetings with interested candidates. Please contact rshaw@elatschools.com to make an appointment.

If you wish to talk to the chair of the Trust board please contact scurtis@elatschools.com

Applications

All applications must be made using our application form (CVs will not be accepted). The application can be found on our Trust website:

<https://www.exeterlearningacademytrust.co.uk/category/vacancies/>

Closing date

The closing date for applications is **Friday 7th March**.

Interviews

Interviews will take place on **Monday 24th and Tuesday 25th March**.

Safeguarding

ELAT is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Trust values diversity in all its facets, including gender, disability, age, ethnicity, sexual orientation and identity. In addition, The Trust would consider applications from candidates who would like to work flexibly.

